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CHAPTER 4. EXTENDED LEAVE FOR VHS&RA EDUCATIONAL PURPOSES

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of whether full-time or part-time. Time served as a resident or in a WOC status is not creditable toward eligibility. For individuals having worked 6 full calendar years at less than full-time, approved absences will be based upon the following scale:

Total Combined Full and/or Part-Time Service	12-Month Extended Leave Maximum	
	Months of Authorized Absence at Full Pay*	Months of Annual Leave and/or LWOP
72 months and over	6 months	6 months
60-71 months	5 months	7 months
48-59 months	4 months	8 months
33-47 months	3 months	9 months
24-35 months	2 months	10 months
12-23 months	1 month	11 months
1-11 months	0	

*Full pay is the amount which the individual is receiving at the time of the approved absence, e.g., if an individual is serving on a 5/8 appointment, the amount of pay will continue at 5/8. If 4/8, the pay will be at 4/8, etc. An individual serving on a part-time basis may not be appointed to a full-time status for the purpose of pursuing extended educational leave. The following examples are provided for clarification on how the scale will apply:

(1) Individual with 5-year full-time appointment. Not eligible since individual does not have 6 calendar years of VHS&RA service.

(2) Individual with 3-year full-time VHS&RA appointment and 3-year part-time four-eighths appointment. Eligible to apply (has 6 years with VHS&RA), and falls into the 48-59 months category (3 years full-time X 12 months = 36 months; 3 years at four-eighths is the equivalent of 6 months per year X 3 years = 18 months; total of 54 months) and would be eligible for a maximum of 4 months authorized absence and 8 months annual leave and/or LWOP.

(3) Individual with 6 years part-time three-eighths VHS&RA appointment. Eligible to apply, and falls into the 24-35 months category (6 years at three-eighths is the equivalent of 4-1/2 months per year X 6 years = 27 months)

and would be eligible for a maximum of 2 months authorized absence and 10 months annual leave and/or LWOP.

b. Basic Requirements

(1) Employee must have a minimum of 6 calendar years of VHS&RA service either full-time or part-time.

(2) Request must be favorably endorsed by the supervisor, the Hospital Education Committee, and the facility Director (or comparable officials for VHS&RA Central Office employees).

(3) Proposed training must not be directed solely towards attainment of a degree or intended to alter the career role of the employee.

(4) Request must include an adequate description of how the proposed educational leave will benefit VA, improve patient care, increase productivity, or otherwise enhance an individual's value to VA.

c. Additional Considerations

(1) Except for foreign travel, authorized absences up to 30 days will continue to be approved/disapproved by facility Directors, or service directors in the case of Central Office personnel. Requests which are more than 30 and less than 90 days in duration will ordinarily be reviewed by the appropriate service director and approved or disapproved by the ACMD for Academic Affairs (144C). Requests in excess of 90 days will be reviewed by the panel.

(2) Training in subjects which are not job-related will not be approved.

(3) Experience has shown that in most instances training away from one's own facility is preferred by reason of eliminating daily distractions and interruptions concerning clinical activities and allowing for maximum concentration.

4.05 ADMINISTRATIVE PROCEDURES

a. **Applications.** An eligible employee may submit a written application for supervisor's endorsement describing a detailed plan for a structured educational experience and a specific statement outlining the expected results of the experience in terms of benefit to VA, improvement in patient care, increase in productivity, and other beneficial factors. The detailed plan must contain a full description of a reasonable course of instruction to be undertaken, the method of obtaining the instruction, and resources to be used.

b. **Facility Review--Approvals.** If the supervisor, and a committee as specified in paragraph 3.06a, and the Director endorse the application, it will be forwarded to the ACMD for Academic Affairs (144C), with the following additional information:

(1) Explanation of how the individual's duties will be performed during absence.

(2) Details and amounts of any non-VA support in the form of grants, fellowships, travel expenses, etc. This information will be submitted by completing VA Form 10-0101B, Request for Approval of Acceptance of Gifts or Donations for Travel/Subsistence Expenses in Connection with Official Travel, by VHS&RA Facility Employees, indicating the facility Director's approval. If there is no non-VA support, indicate "no non-VA support" in block 6 of VA Form 10-5503, Extended Educational Leave Request-Briefing Slip.

(3) Letter(s) of acceptance from the training site.

(4) In addition to a formal written application, completed VA Form 10-5503, Extended Educational Leave Request-Briefing Slip, and VA Form 10-5503a, Extended Educational Leave Checklist.

(5) Any additional information which would substantiate the request.

c. **Timely Submission.** Requests should be submitted to arrive in Central Office at least 60 days in advance of the beginning of the requested absence. Requests received in Central Office less than 30 days prior to the beginning of the requested absence will be returned without review.

d. **Facility Review--Disapprovals.** If the supervisor, the Hospital Education Committee, or other committee established in accordance with M-8, part V, chapter 6 and/or the Director do not endorse the employee's application, the applicant is to be so notified in writing, including reasons for the nonendorsement. An information copy of this notification will be forwarded to the ACMD for Academic Affairs (144C).

e. **Appeals.** Requests disapproved by the facility Director under subparagraph d above may not be appealed to the CMD. Appeals to Chief Medical Director's decisions may be directed in writing through the facility Director to the ACMD for Academic Affairs (144C) for consideration by the Chief Medical Director with any administrative or technical explanation/justification not included in the original request.

f. **Leave Coverage and Limitations.** Extended leave for educational purposes may be granted for periods of up to 12 months. A continuous period of up to 6 months of this time may be at full pay. Any additional time may be spent in an annual leave or LWOP (leave without pay) status. Approval of annual leave and/or LWOP is the responsibility of local management in accordance with existing guidelines covering absences. Approval of extended educational leave by the Chief Medical Director does not convey authority for any employee to accept non-VA support. Approval for acceptance of any non-VA support remains the responsibility of the facility Director under the circumstances described in chapter 5, and other existing VHS&RA policy directives concerning non-VA support.

g. **Fund Support and Limitations.** A continuous period of up to 6 months of an authorized 12 months may be at full pay. VA support of an educational experience is limited to salary and benefits unless otherwise specified by the panel and approved by the Chief Medical Director. Normally, funds will not be provided to cover the cost of tuition, books, moving or living expenses. No centrally directed funds can or will be provided for replacement personnel. *(NOTE: VHS&RA physicians and dentists eligible for special pay under current regulations will continue to receive such benefits during the period the employee is in an official pay status. Special pay will be discontinued when on LWOP status.)*

h. **Evaluation of Benefit.** The following information will be submitted to ACMD for Academic Affairs (144C) no later than 30 days after completion of the approved extended educational leave:

- (1) Exact date of authorized absence, including traveltime.
- (2) Place(s) where the authorized absence was spent and person(s) and/or schools involved.
- (3) The stated objective(s) of the absence and whether it was accomplished. If not, an explanation will be included.
- (4) Whether a publication will result.
- (5) How the results of the stated objective(s) are to be applied to better patient care or otherwise benefit VA and the employee.
- (6) Additional comments as desired.